

## JOB DESCRIPTION



<b>Title:</b> Community Impact Project Manager	<b>Employment Status:</b> Full-time
<b>Department:</b> Community Impact	<b>FLSA Status:</b> Exempt
<b>Reports To:</b> Director of Community Impact	<b>Supervises:</b> Not Applicable
<b>Salary:</b> \$45,000 - \$55,000 + benefits, depending on experience and skillsets	<b>How to Apply:</b> Send resume and cover letter to: <a href="mailto:humanresources@wfmn.org">humanresources@wfmn.org</a>
<b>Location:</b> Hybrid work environment. Office requirement is approximately 25%.	

### SUMMARY

The Community Impact Project Manager supports the Women’s Foundation of Minnesota’s impact with partners and community by project managing the day-to-day Foundation programs and projects, overall program systems, and storytelling to advance the field for gender and racial equity. The ideal candidate for this position is a very organized, motivated self-starter, who has the proven ability to break large projects into manageable, sequential steps to ensure successful execution. This position will work across departments and within the Community Impact team and should be familiar with community engagement strategies. This position is also responsible for project managing field capacity-building with grantee-partners and the broader statewide community, evaluation, and impact strategy. The Community Impact Project Manager will assist the Director of Community Impact across all program areas, including providing administrative support as needed.

### PRIMARY RESPONSIBILITIES

#### **Community Impact Team Coordination & Project/Database Management**

- Project-manage Community Impact and project-related activities, including community events, grantmaking calendars, webinars, capacity building, and evaluation.
- Coordinate Community Impact team meetings and program evaluation meetings.
- Provide administrative support for all Community Impact-related events in and outside the office.
- Manage Community Impact team’s technology systems to ensure continuity, efficiency, and organization.
- Research and identify tools to increase accessibility to Foundation information for grantee-partners and other community partners.
- Track research, archive, and sustain Foundation data repository to inform Foundation staff and stakeholders on relevant research topics for all evaluated funds.
- Assist and project-manage publications, grant applications, and reports through collaborative writing and editing.
- Ensure written and online tools for programmatic use, including survey and evaluation instruments are regularly reviewed and aligned with evolving strategies and best practices.
- Respond to programmatic inquiries and serve as liaison to external partners, ensuring high level customer service and responsiveness.

- Facilitate-cross department meetings and ensure smooth project flow to ensure success of WFMN's work.

### **Integrated Teaming & Storytelling**

- Create and manage a system to ensure grantee stories and results are disseminated to internal team, including Communications, for appropriate external use including impact stories, event summaries, evaluation stories, reports, and more.
- Work with Advancement department to identify emerging needs, impact stories, and grantee-partner stories for Foundation proposals, reports, and other donor-facing needs.
- In partnership with Communications, create impact stories for external dissemination on an ongoing, regular basis.
- Partner with the Senior Director of Communications and Director of Community Impact on strategy to identify and share learnings externally to benefit Foundation partners and the field.
- Lead coordination between the departments of Communications & Community Impact to ensure integration of Foundation impact in external and internal communication products.
- Work in partnership with Research & Communications Manager to ensure execution of Community Impact communications plans.
- Integrate WFMN's Intersectional Equity Framework™ (gender, race, place, and ethnicity, sovereignty, socioeconomic class, age, disability, LGBTQ+, and immigration) into workplans across departments.

### **Community Impact**

- Manage workplan to implement the Foundation's strategic direction for Safety.
- In partnership with Program Manager, project-manage strategic updates to the WFMN Innovators Program including, outreach, participatory grantmaking, convenings, consultant relationship(s), evaluation materials, and program details.
- In partnership with Senior Program Officer, design and project-manage transformational grantee engagement schedule with targeted monthly engagements and quarterly program visits with staff members to enhance Foundation's relationship with grantee-partners and to deepen understanding of impact.
- Serve as project manager for the Community Impact-focused aspects of Foundation-wide events.
- In partnership with Senior Program Officer, design and project-manage capacity-building programming for community engagement to increase and deepen relationships in multiple cultural and regional communities across the state via one-on-one meetings and attending key events and conferences that align with strategic goals and objectives.
- Manage, host, and support promotion of informational Community Connect events for community-based organizations.
- Develop outreach and engagement plan for each round of grantmaking to achieve targeted number of organizational and individual applicants.

- Work collaboratively with the Community Impact team to support the identification of strategic grantmaking opportunities linked to research, policy, and strategic goals.
- Deepen Foundation presence within communities across the state by cultivating new relationships for the Foundation, aligning with strategic priorities.
- Attend community events on behalf of the Foundation.

### **Capacity Building and Evaluation**

- Develop and maintain procedures to facilitate the Foundation’s evaluation of all programs. Schedule meetings, manage budgets, timelines, and deliverables as well as communication with evaluation partners.
- Assist Director of Community Impact with scheduling and coordinating reflective practice with Foundation’s Executive Team to adopt key learnings from evaluation.
- Ensure evaluation learnings are shared across the Foundation.
- Support grantee-partners in evaluation needs.

### **Administrative Support to Director of Community Impact**

- Schedule and set meetings with donors, elected officials, corporate and philanthropic leaders, volunteers, community partners, and other stakeholders.
- Provide overall administrative support to Director of Community Impact.
- Manage files on SharePoint, ensuring files are properly stored and organized.
- Efficiently troubleshoot technology issues as needed.
- Schedule meetings between Director of Community Impact, Community Impact team, and WFMN staff as requested and needed.

### **SECONDARY RESPONSIBILITIES**

- Assist Advancement and Communication teams in Foundation efforts as requested.
- Participate as an active member of the Foundation staff by working collaboratively with other staff members; and by communicating openly and honestly with staff and volunteers.
- Attend Women’s Foundation of Minnesota events, as required and/or as requested
- Perform all other projects and tasks as assigned by the Director of Community Impact.

### **JOB SPECIFICATIONS**

#### **Desired Education and Experience**

- Bachelor’s degree or equivalent education and experience.
- Minimum three years of project management experience, preferably working in youth development, nonprofit program management, community organizing, and/or with community-based issues.
- Must excel at managing multiple projects while remaining detail-oriented, well-organized, and methodical.
- Experience working with diverse individuals and proven ability to work across differences.

- Knowledge of and interest in technical assistance and communications.
- Experience and comfort using PC computers, Microsoft products (Word, PowerPoint, and Excel), the Internet, and a commitment to learn and become proficient in Raiser's Edge and Npact GrantedEdge (GE) databases, and other software as needed.
- Commitment to gender and racial equity, including actively participating in WFMN's learning culture in diversity, equity, and inclusion.

### **Knowledge, Skills and Abilities**

- Demonstrates initiative and a solution-focused attitude while positively contributing to our team environment.
- Commitment to actively participating in the Foundation's learning culture, including topics that increase understanding of diversity, gender and racial equity, and inclusion.
- Commitment to centering communities most impacted by inequities and injustice to advance WFMN mission.
- Strong, proven communicator: ability to communicate complex frameworks, both orally and in writing, to diverse stakeholders. Able to inspire, convince, persuade, and communicate information in a presentation/public setting.
- Willingness to engage in continuous learning and training.
- Demonstrated professional and political aptitude.
- Basic understanding of data collection and analysis applied research, and qualitative and quantitative analysis.
- Self-initiated and able to plan and manage own work. Able to solve routine problems independently.
- Understands confidential nature of organization information and maintains confidence.
- Works as an effective and proactive team player.
- Sense of humor.
- Passion for the Women's Foundation of Minnesota's mission.

### **Physical Requirements Necessary to Perform this Job**

- Hear and speak in order to use telephone and communicate with people both in and out of the office environment.
- Sit at desk for extended periods, as well as move around office area repeatedly throughout the day.
- Apply manual dexterity for computer keyboarding and office equipment use.
- Ability to view a computer screen and use computers for long periods of time.
- Visual ability to review detailed reports and information.
- Physical ability to move around office area repeatedly throughout the day.
- Flexible work hours requiring work in excess of 40 hours/week when necessary.
- Must have reliable transportation to visit off-site locations in Minnesota.
- Able to perform in-state overnight travel.

### **Tools and Equipment Used**

- Incumbent must be able to use multi-line telephone, calculator, copy machines, facsimile machines, computers, postage machine, and other office equipment.
- Able to become proficient in MS Office Suite of software as well as fundraising, publishing, and research applications.